

ADMINISTRATIVE - INTERNAL USE ONLY

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ORD-525-80

23 APR 1980

MEMORANDUM FOR: All ORD Career Service Panel Members

FROM:

DD/ORD

SUBJECT: Comparative Evaluation Procedures and Worksheet

1. Attached is a copy of the package developed by the ad hoc committee that was assigned to recommend new Comparative Evaluation Procedures and to develop a worksheet for use by the ORD Career Service Panel. Also included is a draft of a proposed memorandum to be sent to all ORD personnel and a paper outlining the committee's terms of reference. The procedures and worksheet will be used in a test application, for evaluation of GS-15's.

2. You should complete a worksheet (extra copies are attached) for each GS-15 assigned to ORD. Soft files of the officers are available from [] in the Support Branch.

3. Your completed worksheets along with any comments you may have about the procedures and/or worksheets are to be returned to me in an EYES ONLY envelope no later than 2 May 80.

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Attachments:

1. Committee Recommendations Package
2. Worksheet
3. ORD-483-80, dated 16 April 1980 memo

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